

Application # _____

SITE PLAN WAIVER CHECK LIST

___ Township Application Form MUST be signed by applicant and owner.

___ Township Fees: 1. Nonrefundable Filing Fee - \$100.00

2. Escrow Fee - \$500.00

Note: Please submit the above fees in two separate checks, made out to "Monroe Township".

___ Certificate of Filing (If property is located in the Pineland Area)

___ Updated Tax Statement (obtain from the Tax Collector's Office)

___ Corporate/Partnership Disclosure (If Applicable)

___ Agreement of Sale or Lease (If applicant is not owner)

___ Current Certified Detail Survey (showing all structures)

___ Supporting documentation (letter, plan/sketch, survey, pictures etc.)

NOTE: If the applicant is a corporation, please provide a certified resolution authorizing this development and stating the authorized agent.

GENERAL PAGE I

Monroe Township Planning Board/Board of Adjustment
125 Virginia Avenue
Williamstown, NJ 08094
(856) 728-9800 Ext. 271 or 279

ALL INFORMATION MUST BE COMPLETED BEFORE ACCEPTANCE BY EITHER BOARD. PLEASE USE THE ATTACHED CHECK LIST. FAILURE TO DO SO WILL CAUSE YOUR APPLICATION TO BE DELAYED.

I. GENERAL INFORMATION:

A. Applicant's Name _____

Address _____ City _____

State _____ Zip Code _____ Phone _____ Email _____

B. Owner's Name _____

Address _____ City _____

State _____ Zip Code _____ Phone _____ Fax _____

C. Attorney _____

Address _____ City _____

State _____ Zip Code _____ Phone _____ Fax _____

D. Is Applicant a Partnership or Corporation _____ Yes _____ No

E. If Applicant is a Partnership or Corporation, provide Partnership or Corporate Disclosure Statement.

F. If Applicant is other than Owner, attach a copy of the Agreement of Sale or document conferring a legal or equitable interest upon the Applicant.

G. The Applicant, as a condition of submission, agrees to pay, in escrow, all reasonable and necessary costs for professional review of the application and plans for inspection of required improvements and for other professional services required by this application.

Signatures:

Applicant _____ Date _____

Owner _____ Date _____

Date received by the Board _____

DEVELOPMENT INFORMATION PAGE II

SITE PLAN WAIVER

II. DEVELOPMENT INFORMATION:

- A. Location: (1) Street _____
(2) Plate _____ Block _____ Lot(s) _____
- B. Zone _____
- C. Is this property in a Pineland's area? _____ Yes _____ No
- D. Does this property have water and sewer? _____ Private _____ Public
- E. Please attach a letter addressed to the Board which includes the following:
1. Explain what type of business you will be operating – Describe the use
 2. The days of operation
 3. The hours of operation
 4. How many employees – Full-time and/or Part-time
 5. Parking information – Survey or drawing of parking spaces allowed for business
 6. Information on signage – Dimension of sign
 7. Add any other information that you feel will be helpful in the determination of obtaining a site plan waiver.

NOTE: PLEASE SEE ATTACHED CHECK LIST FOR SUBMISSION REQUIREMENTS